



MEDICAL ASSISTANT

Under the supervision of the Country Director, and direction of Peace Corps Medical Officers (PCMO), the Medical Assistant will perform a variety of clinical and administrative duties in support of Peace Corp's Medical Unit. This will include the management of the medical office, logistics and supporting Peace Corps Volunteers (PCVs) for all medical requirements. Below are some, but not all, of the duties—as well as the mandatory requirements. Please do not apply for this position if you do not meet the mandatory requirements. Additionally, an error-free, compelling cover letter MUST accompany your CV before you will be considered.

Duties and Responsibilities

- Responsible for following up results and consultation forms from medical service providers, and ensuring that this information is relayed to the PCMO for review
- Liaising with laboratories when results are not received, and filing all results in corresponding medical charts when requested by the PCMOs
- Coordinating with support staff to retrieve PCV laboratory results and delivering PCV laboratory samples to ensure smooth processing of required tests
- Responsible for updating medical inventory when medication/supplies are delivered
- Draft and preparation of orders for supplies based on needs, historical data, and inventory availability
- Collaborating with the PCMO to order medical supplies from HQ when required
- Keeping an accurate control of the expiration dates of all medicines and alerting the PCMO of upcoming expired medications
- Serving as receptionist in the Medical Unit: Greets Volunteers, makes appointments, pulls files for the PCMOs, and provides necessary forms for PCMOs.
- Maintaining strict confidentiality regarding medical information
- Serving as point of contact for the Ministry of Health, obtaining copies of annual health reports and statistics
- Maintaining the appointment book for Volunteers for appointments both in the office and in other medical facilities
- Filling over-the-counter drug requests for Volunteers correctly and safely

Mandatory requirements:

- Medical experience or education plus 2 years' experience in office management
- Experience with administrative medical duties related to health services is desired
- Strong written and verbal communication skills (English and Sesotho)
- Strong organizational skills with proven ability to deal with highly detailed work
- Experience working within the limitations and structure of government rules and regulations
- Experience working in a multi-cultural environment

Please submit a cover letter and your Curriculum Vitae to the Human Resource Specialist, US Peace Corps by email to jobs@ls.peacecorps.gov by **12:00 noon, Friday, August 21, 2015**. Peace Corps will respond only to shortlisted candidates.

The United States Peace Corps, an agency of the US government, is the largest non-Basotho development volunteer organization in Lesotho with over 80 Peace Corps Volunteers assigned across all 10 districts as teachers, health educators, and co-facilitators of community development. We have been operating in Lesotho for almost 50 years, in collaboration with Basotho, and in support of Lesotho's development goals.